

COURSE DEFERMENT POLICY

1. This refers to a student's request to delay his/her Diploma study of the course and to carry forward his/her paid fees to a later period on official or compassionate grounds and approval is granted at the sole discretion of the Academy.
2. There are 2 types of Deferment:
 - a. Non-voluntary Deferment**

For example:

 - i. Student's poor academic performance as advised by the Academic Board.
 - b. Voluntary Deferment**

For example:

 - ii. student's severe illness which affects his/her studies, which must be supported by a medical certificate from a recognized clinic / hospital; or
 - iii. compassionate or compelling circumstances beyond the control of the student such as bereavement of a close relative or declared natural disaster, bankruptcy or an overseas work commitment
3. Students who wish to defer from their current course/module(s) shall inform the Academy in writing by filling up the "Request for Deferment Form" and state their reason(s) for the request. If the student is below 18 years of age, the request form must append his/her parent's or legal guardian's written and signed letter of consent to such deferment.
4. Students are required to complete the Course Deferment Request Form and submit to students@MediaAcademy.sg at least 14 days before course commencement date. The request for deferment is subjected to Singapore Media Academy's approval. Deferment requests that are received after 12 noon would be considered as submission on the next working day.
5. Students shall not be able to defer their current course / module(s) in the following circumstances:
 - a. Module deferment - Deferment will not be allowed after the first lesson of a module.
 - b. Course deferment - Deferment will not be allowed after a student has completed 50% or more of the course.
6. Deferment requests which fall outside of the above timelines will only be considered if there are strong and convincing extenuating circumstances.
7. Each deferment request is subject to a processing and administrative fee of \$50 (subject to prevailing GST). The payment for the fee shall be made together with the submission of the Request for Deferment Form. There shall be no refund of the fee even if the deferment request is denied.
8. The processing and administrative fee shall be waived if the deferment request is based on the following reasons:
 - a. Student's poor academic performance as advised by the Academic Board.
 - b. Student's severe illness which affects his/her studies, which must be supported by a medical certificate from a recognized clinic/hospital.
 - c. Compassionate or compelling circumstances beyond the control of the student such as bereavement of a close relative or declared natural disaster, bankruptcy or an overseas work commitment.
9. Students may not apply for more than two (2) deferrals throughout a course of study.

10. The request for deferment is not granted automatically and a student's application for deferment is also subject to the availability for the subsequent intake/module.
11. Any decision relating to deferment shall be made at the sole discretion of SMA and that shall be final. Upon which, the student concerned shall be informed in writing of the SMA's decision.
12. Should the student decide to withdraw from the course during the deferment window; there will be no refund for any fees which were paid.
13. Students who are paying their course fees via instalments and have had their deferment requests granted are required to make full payment for the portion of the course they have attended. They may continue with their instalment payments once resume the course after the granted deferment period.
14. The maximum length of deferment period for each programme is two (2) intake. Students whose deferment requests were granted but fail to return after the granted deferment period shall be deemed to have withdrawn from the course. No request for further deferment will be entertained.
15. If the course is cancelled by Singapore Media Academy for any reason whatsoever, full refund of the Course Fee will be made.